



**STATEMENT OF SUITABILITY FOR MINISTRY APPLICATION FORM**  
**(FOR LAITY)**

**PART I**

Prior to any formal application, if there is any intention to bring in a foreign lay person to exercise any form of ministry to any group within the Archdiocese of Singapore, please advise Chancery of the following details and await our confirmation before proceeding to Part II.

Visitor's full name (Dr./Mr./Ms.):

Religious Organisation / Parish:

Name and Country of Diocese:

**PART II**

Upon receiving confirmation of Part I from Chancery, kindly submit the following:

- a) Organiser Form completed by Singapore Organiser (page 2-3).
- b) The "Statement of Suitability for Ministry" form completed and signed by visitor's Parish Priest/Spiritual Director of the church organization to which he/she belongs. It must also be endorsed by the Diocesan Bishop of the visiting lay person (page 4-5).
- c) Agreement for Ministry Form completed by visitor and a copy of his/her valid passport (page 6)
- d) Organiser's Resume (if organiser is not from a parish group or archdiocesan organisation/entity)

**IMPORTANT NOTES:**

- |  |
|--|
| <ul style="list-style-type: none"><li>➤ This Statement of Suitability for Ministry must be duly completed and submitted to the Chancery <u>at least 2 (TWO) MONTHS before the intended date of ministry</u> and submission of the Statement of Suitability Form does not automatically mean that approval is granted. It is subjected to Chancery approval.</li><li>➤ Express permission is to be given by the Chancery prior to making any travel arrangements.</li></ul> |
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**PART III**

In addition, all visiting clergy and religious who are intending to do any ministry in Singapore must fulfil the Singapore government obligations and obtain a valid **Miscellaneous Work Pass** from the Ministry of Manpower if he/she intends to be directly involved in, but not limited to, organising or conducting any seminar, conference, workshop or gathering. Failure to comply may result in being prosecuted under the Employment of Foreign Manpower Act. Please refer to the attached Summary for further details on this government law requirement (page 7-8).



# CHANCERY OF THE ROMAN CATHOLIC ARCHDIOCESE OF SINGAPORE

## ORGANISER FORM

**THIS FORM IS TO BE COMPLETED BY THE SINGAPORE ORGANISER.**

The Organiser is responsible for the welfare of the visiting lay person. The Organiser is to ensure that the necessary government and archdiocesan documents have been duly submitted and received approval prior to the arrival of the said visitor.

### I. PERSONAL DATA PROTECTION ACT (PDPA)

Name of Organiser		
UEN No./Company Reg. No.		
Name of Contact Person		
Contact Details	Mobile:	Email:
Name of visitor		
<p>By submitting this Organiser Form, I hereby give my consent to any personal data being collected, stored, retained, retrieved, used, transmitted and processed by the Catholic Archdiocese of Singapore in accordance with its Data Protection Policy, including the disclosing of the said personal data to approved third parties and the transferring of data outside of Singapore.</p> <p><b>Contact Person's Signature:</b></p>		

### II: DECLARATION OF MINISTRY

*Please state separate date(s) and venue(s) of ministry (if more than one venue) to be carried out by the visitor. The type of ministry indicated in this Organiser Form must be the same as that in the Statement of Suitability for Ministry.*

Date of ministry	Venue of ministry	Type of ministry (please tick relevant box)*		
		<input type="checkbox"/> conduct spiritual retreat <input type="checkbox"/> conduct talk/seminar/workshop	<input type="checkbox"/> conduct exhibition <input type="checkbox"/> conduct training <input type="checkbox"/> conduct religious musical performance	<input type="checkbox"/> Others (Please state):
		<input type="checkbox"/> conduct spiritual retreat <input type="checkbox"/> conduct talk/seminar/workshop	<input type="checkbox"/> conduct exhibition <input type="checkbox"/> conduct training <input type="checkbox"/> conduct religious musical performance	<input type="checkbox"/> Others (Please state):
		<input type="checkbox"/> conduct spiritual retreat <input type="checkbox"/> conduct talk/seminar/workshop	<input type="checkbox"/> conduct exhibition <input type="checkbox"/> conduct training <input type="checkbox"/> conduct religious musical performance	<input type="checkbox"/> Others (Please state):



# CHANCERY OF THE ROMAN CATHOLIC ARCHDIOCESE OF SINGAPORE

### III. SUBMISSION OF DOCUMENTS

Please ensure that the following documents are submitted to Chancery for processing of approval. Documents that are incomplete or incorrectly submitted will be rendered invalid.

Documents	Please tick (✓)	For official use
Statement of Suitability for Ministry (page 4-5)** <i>It is compulsory to have the form duly signed and affixed with official stamps from the Parish Priest/Spiritual Director AND Bishop.</i>		
Agreement for Ministry in the Archdiocese of Singapore & copy of valid passport (page 6) <i>It is compulsory to have the form duly filled and signed by the visitor.</i>		
Copy of Miscellaneous Work Pass Approval Letter from Ministry of Manpower <i>This is strictly required under the laws of Singapore government.</i>		
Organiser's Resume** <i>If organiser is not from a parish group or archdiocesan organisation/entity</i>		

**\*\* To be submitted 6 weeks before the date of the intended ministry**

### IV. STATEMENT OF DECLARATION

I understand that:

- (a) the abovementioned documents must be correctly completed and submitted
- (b) the successful applicant is only allowed to conduct his/her ministry work at the specified venue and date/s as indicated in the Miscellaneous Work Pass Approval Letter
- (c) the nature of ministry work is as specified in the Statement of Suitability for Ministry and Organiser Form.

Failing which, the Chancery reserves the right to request for a re-submission of this application.

\_\_\_\_\_

Name of Spiritual Director
Signature
Date of submission

For Chancery Official Use only:

File reference: SSM/\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

In relation to SSM doc reference: SSM/\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date received:

Remarks: \_\_\_\_\_



**STATEMENT OF SUITABILITY FOR MINISTRY**  
**(FOR LAITY)**

*Dear Archbishop William Goh DD,*

I write as the Parish Priest/Spiritual Director (of the church organization to which the person belongs to)/Organization Head of:

Dr/Mr/Ms \_\_\_\_\_  
[FULL NAME]

The abovementioned person is of the Diocese/Religious Institute/Organization

\_\_\_\_\_  
[NAME OF DIOCESE/RELIGIOUS INSTITUTE/ORGANIZATION]

Of

\_\_\_\_\_  
[PROVINCE, COUNTRY]

who currently resides in

\_\_\_\_\_  
[FULL ADDRESS OF RESIDENCE]

He/She will be exercising ministry at

\_\_\_\_\_  
[NAME OF THE CHURCH OR INSTITUTION OR VENUE]

\_\_\_\_\_  
[ADDRESS OF THE CHURCH OR INSTITUTION OR VENUE]

in your Archdiocese,

From \_\_\_\_\_ to \_\_\_\_\_  
[Day/Month/Year] [Day/Month/Year]



# CHANCERY OF THE ROMAN CATHOLIC ARCHDIOCESE OF SINGAPORE

Purpose of Visit (Please tick relevant box):

- Conduct Talk/Seminar/Workshop                       Conduct Exhibition                       Conduct Training  
 Conduct Religious Musical Performance                       Conduct Spiritual Retreat  
 Others (Please state): \_\_\_\_\_

Other details of ministry (e.g. topic): \_\_\_\_\_

Singapore Organiser: \_\_\_\_\_

In regard to \_\_\_\_\_  
[FULL NAME OF ABOVE-MENTIONED INDIVIDUAL]

I am able to make the following statements (please tick):

- He / She is a person of good moral character and reputation.  
 I know of nothing which would in any way limit or disqualify him/her from his/her ministry.  
 He / She has never engaged, been convicted, charged or investigated for a crime of a sexual nature against a minor below the age of 18 yrs.  
 I am unaware of anything in his/her background, which would render him/her unsuitable to work with minors/ children.  
 For the purpose of submitting this Statement of Suitability for Ministry Form, the applicant named within is aware and consents to his/her personal data being collected, stored, retained, retrieved, used, transmitted and processed by the Catholic Archdiocese of Singapore in accordance with its Data Protection Policy, including the disclosing of the said personal data to approved third parties and the transferring of data outside of Singapore.

\_\_\_\_\_  
[Name of Parish Priest/Spiritual Director (of the church organization to which the person belongs)/Organization Head]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Title]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Official Stamp of Parish Priest/Spiritual Director (of the church organization to which the person belongs)/ Organization Head]

<b>ENDORSEMENT BY DIOCESAN BISHOP</b>
_____ <b>[Name &amp; Signature Of Diocesan Bishop]</b>
_____ <b>[Official Stamp of Diocesan Bishop]</b>
<b>Date :</b> _____

For Chancery Official Use Only		
File Ref: SSM/____/____/____	Doc Ref: SSM/____/____/____	Date Rec: _____



**AGREEMENT FOR MINISTRY IN THE ARCHDIOCESE OF SINGAPORE**  
**(FOR FOREIGN LAITY)**

In adherence to the Archdiocese of Singapore Policy, I have understood the following:

**I. On Foreign Fund Raising**

The general regulations pertaining to fundraising in Singapore together with its consequences if there is a breach (refer to page 9-10). During my visit to Singapore, I (will / will not)\* conduct fundraising activity.

**II. On Singapore's Inter-religious and Inter-racial Society**

I understand that racial and religious harmony is a fundamental principle in Singapore. I hereby agree to abide by the law governing Religious Harmony in Maintenance of Religious Harmony Act (MRHA) during my ministry in Singapore\*\*.

**III. On Safe Environment**

I have never engaged, been convicted, charged or investigated for a crime of a sexual nature against a minor below the age of 18 years.

*\*Delete as applicable*

*\*\*More details on MRHA can be found on page 8.*

Visitor's Name: \_\_\_\_\_

Visitor's Nationality & Passport Number: \_\_\_\_\_

*(Attach a copy of valid passport)*

Visitor's Full Address of Residence in Singapore: \_\_\_\_\_

Visitor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**SUMMARY OF MINISTRY OF MANPOWER REQUIREMENTS**

**FOR FOREIGN CLERGY/ RELIGIOUS/ LAITY EXERCISING MINISTRY IN SINGAPORE**

1. All foreigners who intend to exercise religious activities in Singapore, must fulfil the government obligations and obtain a valid work pass.
2. If they are here on short-term assignments, for even one day (up to 60 days max), they are required to apply for a Miscellaneous Work Pass (MWP).
3. The Miscellaneous Work Pass granted allows the foreigners to perform the work as declared in the application for up to 60 days. However, the foreigner will still require a valid social visit pass issued by Immigration & Checkpoints Authority of Singapore (ICA) to stay in Singapore. In summary, the foreigner will need both a valid social visit pass issued by ICA and a valid MWP issued by Ministry of Manpower (MOM).
4. Miscellaneous Work Passes can only be applied for manually and submitted at SingPost (MOM-appointed collecting agent).
5. Parishes or organisations are advised to bring in applicants of Miscellaneous Work Passes only when the outcomes of the applications are successful.
6. Ministry of Manpower takes at least two (2) months to evaluate and process your application. Processing time may be longer should additional information be required to assess the application. You are advised to submit the application early to Ministry of Manpower, at least three (3) months in advance.
7. However, Ministry of Manpower would not recommend that the organisation submit a Miscellaneous Work Pass application more than 6 months in advance of the event. In the event if there is any change in the dates, synopsis, venue etc., Ministry of Manpower will need to re-evaluate the application which will kick-start the entire process again.
8. Local sponsors who fail to give the due time allowance of three weeks will result in their applications being rejected.
9. The application should be sponsored by a parish or organisation registered in Singapore. The parish or organisation may use their UEN number for the application. Groups inviting their parish personnel to Singapore must go through the parish or organisation to submit the application.
10. The application outcome will be mailed to the local sponsor about three weeks from date of application (excluding two working days for postage). The Miscellaneous Work Pass is a letter granting approval for a foreigner to participate in the specific activity, on the specific date at a specific location for a specific event, subjected to him/her having a social visit pass issued by ICA.
11. You are advised to visit the Ministry of Manpower website for more information on the application process and documents required. The links to the website are as follows:

<http://www.mom.gov.sg/foreign-manpower/passes-visas/miscellaneous-work/before-you-apply/Pages/default.aspx>

<http://www.mom.gov.sg/foreign-manpower/passes-visas/miscellaneous-work/when-you-apply/Pages/default.aspx#applicationprocess>



## **INFRINGEMENT OF EMPLOYMENT OF FOREIGN MANPOWER ACT**

Foreigners without valid work passes can be prosecuted under the Employment of Foreign Manpower Act.

### **Parish/Organisation - Penalty of sponsoring a foreigner to carry out activities without a valid work pass**

1. Will be liable on conviction to a fine of not less than \$5,000 and not more than \$30,000 or to imprisonment for a term not exceeding 12 months or to both; and
2. On a second or subsequent conviction —
  - (i) in the case of an individual, be punished with a fine of not less than \$10,000 and not more than \$30,000 and with imprisonment for a term of not less than one month and not more than 12 months; or
  - (ii) in any other case, be punished with a fine of not less than \$20,000 and not more than \$60,000.

### **Foreign Personnel – Penalty of carrying out activities without a work pass**

Shall be guilty of an offence and shall be liable to a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 2 years or to both.

The fine and prosecution is legislated under the Employment of Foreign Manpower Act and you may refer to AGC's website at:

<http://statutes.agc.gov.sg/aol/search/display/view.w3p;ident=e65cd299-c36a-4b14-85d9-2863c0d8d17a;page=0;query=Compld%3Acc3ae45d-7c85-41f1-a9de-d27185552948;rec=0;resUrl=http%3A%2F%2Fstatutes.agc.gov.sg%2Faol%2Fbrowse%2FtitleResults.w3p%3Bletter%3DE%3Btype%3DactsAll#pr6-he->

## **MAINTENANCE OF RELIGIOUS HARMONY ACT (MRHA)**

Maintenance of Religious Harmony Act (MRHA), a law passed in 1990, is an act which provides maintenance of religious harmony, empowering the Ministry of Home Affairs to act promptly and efficiently to prevent any situations which may harm the religious harmony in Singapore or refrain any religious leaders or members from acts that will cause tensions between religious and racial groups.

Reference to MRHA Chapter 167A:

<http://statutes.agc.gov.sg/aol/search/display/view.w3p;page=0;query=DocId%3A77026343-e30d-40e2-a32e-b1f5d46c5bd7%20%20Status%3Ainforce%20Depth%3A0;rec=0>





## GENERAL CONDITIONS FOR FOREIGN FUND-RAISING PERMIT

<https://www.charities.gov.sg/Fund-Raising/Pages/Fund-Raising%20for%20Foreign%20Charitable%20Purposes.aspx>

- 1. Application:** The applicant must be an organization (corporate or unincorporated) in Singapore. The application should be made by an official on behalf of the organization and must be submitted to the Commissioner of Charities at least 30 days before the appeal starts.
- 2. Use of Proceeds:** The applicant must undertake to apply within Singapore not less than 80% of the net proceeds received in response to the fund-raising appeal, unless the Commissioner allows otherwise.
- 3. Recipients of Funds:** When funds are raised for a foreign charity, the foreign charity must be a bona fide non-profit making organization. When the funds are raised for humanitarian purposes overseas, the relief projects and the organization in the affected country responsible for operating the humanitarian project must first be identified.
- 4. Fund-raising Expenses:** The fund-raising appeal expenses should not exceed 30% of the total funds raised. In the event that this limit is exceeded, the applicant should undertake to bear the excess expenses.
- 5. Fund-raising Appeals:** The applicant must comply with any other conditions stipulated in the permit which the Commissioner may impose for the issue of the permit. The appeal should not commence before or continue at any time beyond the approved period specified in the permit.
6. The applicant must implement and comply with strict control measures to protect the funds raised during the fund-raising event.
7. If the application is made by a student organization of an educational institution, a letter from the education institution supporting the appeal project must be submitted together with the application.
- 8. Accounts and Records:** Proper accounts and records in respect of the fund-raising appeal and all necessary actions to ensure payments out of the proceeds are correctly made and authorized must be kept by the applicant.
9. The statements of accounts audited by an approved auditor by the Commissioner of Charities, the auditor's report, the remittance advice/ acknowledgement of receipt from beneficiary and evidence of usage of funds must be submitted to the Commissioner of Charities not later than 60 days from the close of the appeal or within such extended period as may be allowed by the Commissioner.

## **DUTY TO DONORS**

<https://www.charities.gov.sg/manage-your-charity/Fund-raising%20and%20Related%20matters/Pages/Fund-Raising%20Matters.aspx>

- Any information provided to donors or to the general public is accurate and not misleading.
- To disclose the name of your organisation, intended use of funds raised (includes the cause and/or beneficiaries) and whether any commercial fund-raiser has been engaged in soliciting the donation.
- Information relating to donors is kept confidential. No information relating to a donor should be given to any other person without the consent of the donor.
- Arrangement to solicit donations must have adequate control measures and safeguards to ensure proper accountability and to prevent any loss or theft of donations



**SCENARIOS WHICH WILL RAISE RED FLAGS**

<https://www.charities.gov.sg/Fund-Raising/Pages/How%20and%20When%20to%20Report.aspx>

- Fund-raiser is ambiguous or unable to provide answers to queries on the fundraising (e.g. uses of funds received and name of the beneficiary)
- Information provided is verified to be bogus
- Charity or organisation is soliciting for donations without the relevant permit
- Charity or organisation is conducting unlawful fundraising activities
- Commercial or third-party fundraiser is unable to show proof that they are authorised by charity to raise funds
- Fund-raiser is being aggressive or abusive
- Donors are aware that large portion of the funds raised would be used to pay the fundraising expenses
- There is reason to believe that the funds raised are being misused